

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 1/25/49 based on performance during period from 7/25/48 to 1/25/49

Edward T. Barnard
(Name of employee)

Intelligence Officer P-6
(Title of position, service, and grade)

OO, Contact

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
<input checked="" type="checkbox"/> if adequate		
<input type="checkbox"/> if weak		
<input type="checkbox"/> if outstanding		
<input type="checkbox"/> (1) Maintenance of equipment, tools, instruments.	<input type="checkbox"/> (21) Effectiveness in planning broad programs.	
<input type="checkbox"/> (2) Mechanical skill.	<input type="checkbox"/> (22) Effectiveness in adapting the work program to broader or related programs.	
<input type="checkbox"/> (3) Skill in the application of techniques and procedures.	<input type="checkbox"/> (23) Effectiveness in devising procedures.	
<input type="checkbox"/> (4) Presentability of work (appropriateness of arrangement and appearance of work).	<input type="checkbox"/> (24) Effectiveness in laying out work and establishing standards of performance for subordinates.	
<input checked="" type="checkbox"/> (5) <u>Attention to broad phases of assignments.</u>	<input type="checkbox"/> (25) Effectiveness in directing, reviewing, and checking the work of subordinates.	
<input type="checkbox"/> (6) Attention to pertinent detail.	<input type="checkbox"/> (26) Effectiveness in instructing, training, and developing subordinates in the work.	
<input type="checkbox"/> (7) Accuracy of operations.	<input type="checkbox"/> (27) Effectiveness in promoting high working morale.	
<input type="checkbox"/> (8) Accuracy of final results.	<input type="checkbox"/> (28) Effectiveness in determining space, personnel, and equipment needs.	
<input checked="" type="checkbox"/> (9) <u>Accuracy of judgments or decisions.</u>	<input type="checkbox"/> (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.	
<input checked="" type="checkbox"/> (10) Effectiveness in presenting ideas or facts.	<input checked="" type="checkbox"/> (30) Ability to make decisions.	
<input type="checkbox"/> (11) Industry.	<input type="checkbox"/> (31) Effectiveness in delegating clearly defined authority to act.	
<input type="checkbox"/> (12) Rate of progress on or completion of assignments.		
<input type="checkbox"/> (13) Amount of acceptable work produced. (Is mark based on production records? <input type="checkbox"/>)		
<input checked="" type="checkbox"/> (14) Ability to organize his work.		
<input checked="" type="checkbox"/> (15) <u>Effectiveness in meeting and dealing with others.</u>		
<input checked="" type="checkbox"/> (16) Cooperativeness.		
<input checked="" type="checkbox"/> (17) Initiative.		
<input type="checkbox"/> (18) Resourcefulness.		
<input checked="" type="checkbox"/> (19) <u>Dependability.</u>		
<input type="checkbox"/> (20) Physical fitness for the work.		

STATE ANY OTHER ELEMENTS CONSIDERED

(A) _____
(B) _____
(C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Adjective Rating	Rating official <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Excellent	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Very Good	Reviewing official <u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Good	
Minus marks on at least half of the underlined elements.	Fair	
	Unsatisfactory	
Rated by <u>[Signature]</u>	(Title) <u>Chief NYO</u>	(Date) <u>Feb 3 1949</u>
Reviewed by <u>[Signature]</u>	(Title) <u>Chief Contact Br.</u>	(Date) <u>Feb 7, 1949</u>
Rating approved <u>[Signature]</u>	efficiency rating committee	Report to employee <u>[Signature]</u>
	(Date) <u>2-14-49</u>	(Adjective rating) <u>E</u>